## State of Montana MT PRRIME Project Agency Readiness Workplan

Agency Readiness Workplan									
Activities & Time Frames ADDENDUM 1									
Status	Activity	Task ID	Step ID	Task Description	Task ID	Agency Workproduct/Output	Task Due Date		
	АМ			ASSET MANAGEMENT READINESS					
		1		Determine asset profiles and classes					
			1.1	MT PRRIME determine profiles and classes for assets			Complete		
		2	2.1	Operator Class Structure MT PRRIME determine operator class structure (Send to agencies 7/15/98)	2.1	Agency assign employees to operator class (list given to agency security coordinator)	8/10/98		
		3	3.1	Responsibility centers/locations/accounting entities MT PRRIME: Define Responsibility (ORG) field and Location	3.1				
			3.1	Add the valid organizations to the system for each agency based on list provided by DOA Accounting Bureau.	3.1	Agency clean up invalid responsibility centers, accounting entities and locations in current PAMS system.	8/1/98		
				Load valid funds onto system.  DOA Accounting Bureau provides format to agencies to identify R/C,		Agency provide updated assets less than \$5K that will be converted to new AM system			
				locations and accounting entities by 7/6/98.		(Provided to DOA Accounting Bureau)	8/1/98		
		4	4.1	TRAINING MT PRRIME to set up training facilities at MDT/Airport facility for	4.1	Agencies confirm key employees that require			
				Asset Management training		asset management training	7/1/98		
				MT PRRIME to send confirmation letters to class attendees (7/10/98)					
		5		CONVERSION  MR PRRIME to provide agencies with Conversion file format	5.1	Agencies provide files in new conversion file	8/12/98		
				by 7/10/98		format (Agency sub-systems)	5, 1 = 2, 5 5		
				MT PRRIME will convert PAMS files to new AM system (both capitalized and identified non-		DOA Accounting Bureau to have converted file ready for MT PRRIME.	es 8/12/98		
				capitalized assets 8/15/98)					

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		8.2	In conjunction with IT develop report process for production.			
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	4		Conversion	1		
		4.1	MT PRRIME converts PAMS files into Asset Management	4.1	DofA Accounting - Provide a lotus/Excel file	
				1	DofA Accounting - Provide a lotus/Excel file of assets less than \$5,000 for agency review	
				1	the state of the s	
				4.2	Provide updated assets less than \$5,000	
					list to DofA accounting.	
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		4.3		4.3	DofA Accounting - create file(s) to be used	
					for conversion of PAMS data.	
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